



Commercial Site Plan Preparation Checklist

INTRODUCTION

The City of Salina recognizes that each building project is unique and may have unique aspects involved in site plan preparation. Therefore we offer this Site Plan Preparation Checklist to aid in the preparation of your project-specific site plan. The items contained in this checklist could impact the zoning, drainage, utilities, traffic, emergency access and building code requirements of your project. Therefore, it is imperative that your site plan be complete and provide as much information as possible.

This checklist has been adapted from Salina Code Section 42-412 which outlines the site plan components required for Salina City Planning Commission review and approval. This checklist is appropriate for all commercial development sites not requiring Salina City Planning Commission review and approval. For sites requiring Salina City Planning Commission review and approval, please consult Salina Code Section 42-412 and the Planning Division.

BUILDING PERMIT ISSUANCE

No zoning certification or building permit will be issued without an approved site plan, per Salina City Code Sec 42-596(b) & (c). Site plans are not required to be submitted for remodels of existing buildings that do not increase the total square footage on a site or otherwise change the existing, surrounding site.

SITE PLAN PREPARATION

A site development plan must be prepared by a licensed architect, engineer or surveyor to the extent permitted by the design professional's license and as permitted by the Kansas State Board of Technical Professions. Site development plans are to be drawn to a standard engineer's scale. The actual scale used will depend on the development and shall be subject to the approval of City Planner. Site development plans are to be prepared on 24" X 36" sheets. Sheet sizes other than 24" X 36" may be accepted at the discretion of the City Planner.

City staff encourages you to complete this checklist when preparing your initial submittal for preliminary reviews or building permit applications. All items shown in this checklist must be provided as indicated, unless an item is deemed not applicable.

Please show as much information on a single-sheet site plan as possible. Site plan components may be shown on a single drawing or multiple drawings, depending on the complexity of the project. If site information is shown on multiple sheets, the information should be drawn to the same scale. It is common to have a drainage plan, utility plan and / or landscape plan separate from the site plan. Covenants of the property may be submitted with the building permit application but do not necessarily need to be included on the site plan.

Code Footprints and Site Plans must be two distinct submittals and shall contain the respective information.

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SITE PLAN COMPONENTS

The development plan must include the following components:

- _____ 1. Proposed name of the development
- _____ 2. Location by legal description of the zoning lot
- _____ 3. Names, addresses and telephone numbers of applicant and designer of plans;
- _____ 4. Date, North Arrow, Scale of Plan
- _____ 5. Existing contours at 2-foot vertical intervals (unless shown on the survey)
- _____ 6. Proposed elevations at critical points on the site plan needed to verify drainage and ADA compliance.
 - Drainage –
 - a. Existing elevations of site (reference #5).
 - b. Existing elevations of any drainage features within or adjacent to the lot containing improvements.
 - c. Finish floor elevations of existing structures
 - d. Proposed elevations of proposed drainage structures including ditches, pipes, inlets, curbs, roads, ponds, etc.
 - e. Proposed finished floor elevations.
 - f. Proposed elevations for tie-in locations to existing drainage elements.
 - g. Proposed elevations for drainage structures and other critical points to indicate proposed drainage patterns.
 - h. Information must be provided on the site plan indicating all locations where the roof drainage will be directed to the ground and how that discharge will be directed off the property.
 - i. Existing and proposed door landing elevations.
 - ADA Accessibility --
 - a. Elevation data for the corners of handicapped parking stalls and unloading zones (corners of contiguous spaces and/or zones is acceptable) with respect to the finished floor elevation
 - b. Elevation data for the corners of ramps, crosswalks and sidewalks in the accessible path of travel with respect to the finished floor elevation
 - c. Elevation data at the corners of all exterior landings with respect to the finished floor elevation
- _____ 7. Base Flood Elevation (BFE) of any area subject to 100-year flooding
- _____ 8. The boundary lines of the zoning lot, including angles, dimensions and reference to a section corner, quarter corner or point on a recorded plat;
- _____ 9. Utilities
 - _____ a. Existing and proposed underground and overhead public, private and franchise utilities within the tract, including pipe sizes, grades, manholes, appurtenances and location
 - _____ b. identification of public or private fire hydrants
 - _____ c. connection of public to private water lines and fire lines, including pipe sizes, grades and location
 - _____ d. proposed route of service lines for water, sanitary sewer, electric and gas utilities including pipe sizes, grades, appurtenances and location
- _____ 10. Location, arrangement and dimensions of
 - _____ a. Proposed buildings and structures
 - _____ b. Parking and loading areas
 - _____ c. Entrances and exits
 - _____ d. Vehicular drives including fire lanes

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- ☐ e. dimensions to verify semi truck traffic can maneuver in the space provided
- ☐ f. Walkways
- ☐ g. ADA path of travel including handicapped parking spaces (regular and van accessible), ramps, sidewalks, etc.
- ☐ h. Screening and trash enclosures, including elevation drawings
- ☐ i. Roof drainage discharge points such as downspouts and splashblocks or connection to underground drainage structures.
- ☐ j. Public streets
- ☐ k. All existing and proposed easements
- ☐ 11. A schedule indicating
 - ☐ a. total floor area for each use
 - ☐ b. land area (zoning lot)
 - ☐ c. building site coverage calculation
 - ☐ d. required parking space calculation
 - ☐ e. total estimated employment on site
 - ☐ f. total estimated occupancy of building
 - ☐ g. any other information needed to determine zoning compliance
- ☐ 12. Location, height and type of
 - ☐ a. retaining walls, other site walls and fences
 - ☐ b. site lighting, including pole and exterior wall lighting
 - ☐ c. signage
 - ☐ d. area set aside for landscape material

The inclusion of all the items described above will constitute a complete site plan. For complex sites in which multiple site plan sheets are necessary to describe all of these components, it is important to include enough information on each sheet to ensure no conflicts occur (i.e. tree planted in a utility easement, surface drainage system inhibiting compliance with ADA path of travel, etc.) If it is necessary to use multiple sheets, an index identifying all pages of the submittal must be provided. If information relating to site utilities or drainage is provided on other sheets beside the Utility or Drainage drawings, cross references to those drawings must be provided in the site plan and/or associated drawings.